

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05723002

DATE POSTED: 03/08/22

POSITION NO: 241141

CLOSING DATE: 03/21/2022 by 5pm

POSITION TITLE: Custodian

DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care and Development/Crownpoint Regional CCCs/Crownpoint, NM

WORK DAYS: Monday thru Friday REGULAR FULL TIME: ☐ GRADE/STEP: BQ56A

WORK HOURS: 8:00 am to 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: \$ 23,155.92 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 11.09 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Custodian will report directly to the Program Supervisor II for the Crownpoint Child Care Center. Custodian will perform duties for the Crownpoint Regional Child Care Center and Administration Office. Responsibilities includes and not limited to providing a healthy and safe environment, which include: sweeping, mopping, vacuuming, shampooing, waxing/buffing floors; washing and sanitizing trash cans, walls, door knobs, toilet bowls, sinks, shower/bath, drinking fountains, tables/chairs, furniture, equipment; wash windows according to instruction of material safety data sheets for all chemical used to cleaning and sanitizing. Maintain the Child Care Center premises free of debris and trash. Custodian may be subject to light grounds keeping, include shoveling snow.

Custodian will maintain inventory of cleaning/janitorial supplies. Custodian will assist with loading/unloading supplies/furniture/equipment for the surrounding regional child care centers. Custodian will perform minor maintenance, which may include replacement of door knob, toilet bowl handles, fluorescent light-tube, etc. Custodian may assist and ensure the child care center/administration office/storage/vehicles are secured daily. Custodian may stand, stoop, walk, sit, for extended period of time, able to climb step stools/ladders with ease and lifting equipment, materials, cleaning supplies weighing up to 80 lbs. Ability to work with little or to no supervision. Custodian will be required attend job-related meetings, conferences/workshops and trainings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. Incumbent must obtain a NN Vehicle Operator's Permit, Food Handlers Permit and 1st Aid/CPR/AED within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of custodial cleaning methods, practices and procedures. Knowledge of occupational safety, health regulations and guidelines. Knowledge of custodial equipment preventative maintenance and repair. Knowledge of environmental protection regulations and guidelines. Knowledge of utilization of custodial equipment and tools. Skill in safely cleaning and disinfecting buildings and facilities. Skill in utilizing health safety, environmental policies, practices, and procedures. Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment. Skill in following verbal and written communication. Skill in safely utilizing cleaning materials, chemicals and supplies Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.